

U.S. Department of Justice
United States Attorney
Eastern District of New York

271 Cadman Plaza East
Brooklyn, New York 11201

Mailing address:
271 Cadman Plaza East
Brooklyn, New York 11201



APPLICATION FOR APPOINTMENT AS ASSISTANT UNITED STATES ATTORNEY

(Please type or print clearly)

PERSONAL INFORMATION

NAME _____ **DATE OF BIRTH** _____ **SEX** _____

HOME ADDRESS _____

HOME TELEPHONE _____

CURRENT EMPLOYER _____

Address _____

Office Tel. No. _____

DATE AND JURISDICTION OF ADMISSION TO BAR:

Admitted to Practice Law in _____ **on** _____
State MO/YR

Admitted to Practice Law in _____ **on** _____
State MO/YR

Note: 28 USC 545 requires that each Assistant United States Attorney shall reside in the district for which he/she is appointed or within 25 miles thereof.

NOTE: You are required to submit with your application a **CERTIFICATE OF GOOD STANDING** or documentary proof from the appropriate state agency stating that you are currently an active, paid and registered member of the Bar.

LEGAL EDUCATION

LAW SCHOOL _____ **Date of Graduation** _____

Approximate Three-year Average _____

Class Standing at Graduation _____

Significant Activities, Awards and Honors _____

NOTE: You must request that your law school promptly forward an official transcript of your grades to this Office.

COLLEGE EDUCATION

COLLEGE _____ **Date of Graduation** _____

Major _____ **Degree** _____ **Class Standing** _____ **GPA** _____

Significant Activities, Awards and Honors _____

Additional Graduate Education

School _____ **Date of Graduation** _____

Degree and Subject of Study _____

Significant Activities, Awards and Honors _____

REFERENCES
(must be completed)

Do you authorize this Office to contact your current employer? _____

Do you authorize this Office to contact your past employers and/or professional references? _____

Employers

Name: _____

Address: _____

Dates Employed: _____

Supervisor: _____ **Telephone No.** _____

Name: _____

Address: _____

Dates Employed: _____

Supervisor: _____ **Telephone No.** _____

Name: _____

Address: _____

Dates Employed: _____

Supervisor: _____ **Telephone No.** _____

Professional and Other References (must be completed)

Name: _____ **Occupation** _____

Business Address: _____

_____ **Telephone No.** _____

Name: _____ **Occupation** _____

Business Address: _____

_____ **Telephone No.** _____

Name: _____ **Occupation** _____

Business Address: _____

_____ **Telephone No.** _____

References in the U. S. Attorney's Office, EDNY:

CONFLICT EMPLOYMENT APPLICATION ISSUES

Please list any matter on which you have worked and/or are presently working involving this Office. Identify the matter and provide the name of the assigned AUSA. If, during the course of the application process, you commence working on any additional matter involving this Office, please advise us in writing with appropriate identifying information. (This paragraph does not apply to cases worked on as a law clerk in the EDNY or Second Circuit.)

If you are working on a criminal case or matter involving this Office, you must immediately advise, in writing, the Assistant United States Attorney(s) assigned to the case that you have submitted an application to this Office so that a hearing pursuant to *United States v. Curcio*, 680 F.2d 881 (2d Cir. 1982), may be held. A copy of this letter should be forwarded to the Executive Assistant United States Attorney. (This paragraph does not apply to current law clerks in the EDNY or Second Circuit.)

If you are a current law clerk in the Eastern District of New York or in the Second Circuit, please confirm in writing to the Executive Assistant United States Attorney that you have discussed your application to this Office with your judge and enclose the letter with this application.

In addition, you may have other disclosure or recusal obligations with respect to clients and/or your employer concerning your application to this Office. Please consult ABA Formal Opinion No. 96-400 (1996) (job negotiations with adverse firm or party); Association of the Bar of the City of New York, Committee on Professional and Judicial Ethics, No. 1991-1 (same); Committee on Codes of Conduct of the Judicial Conference of the United States, Advisory Opinions 81 (when law clerk's future employer is the United States Attorney) and 74 (law clerk's future employer). Copies of these ethics opinions have been included with your application package for your perusal.

BACKGROUND INVESTIGATION

Note: In the event you receive an offer of employment for the position of Assistant United States Attorney, there will be, pursuant to Department of Justice policy, a thorough background investigation conducted by the Federal Bureau of Investigation. Among other personal background matters, the FBI will check into any past use of controlled substances -- although past use of a controlled substance is not per se disqualification for the AUSA position. However, you should be aware that in some instances, the Department of Justice has had to withdraw an employment offer because the FBI investigation revealed information that precluded a security and/or suitability clearance (e.g. failure to timely file income tax returns, serious credit problems, abuse of alcohol, history of usage of controlled substances, prior arrests and/or convictions, misrepresentation on security forms filed by the applicant). A significant hardship is created for all concerned if an offer must be withdrawn at the end of the lengthy process. Accordingly, we want to alert you to these potential problems at the outset and invite you to discuss any concerns you may have. Please feel free to contact this Office at (718) 254-6258 if you have any questions.

You should also be advised that all applicants receiving conditional offers of employment with the Department of Justice are required to take and pass a drug test. An applicant who refuses to be tested will be disqualified from appointment to the position.

GENERAL INFORMATION

Are you presently applying or have you ever previously applied to this Office or any other United States Attorney's Office? _____

If so, provide the district, year, and result of the application.

District

Year

Result

ASSIGNMENT POLICY

The United States Attorney reserves the right to assign an applicant who receives an offer of appointment to a location (Brooklyn or Central Islip) as dictated by the requirements and needs of this Office.

DIVISION PREFERENCE

Criminal _____

Civil _____

Either _____

I understand that the United States Attorney’s Office for the Eastern District of New York expects an applicant, if hired, to serve as an Assistant United States Attorney for *at least three years*.

Date

Signature

Application Checklist

- (1) **Resume (if not previously submitted)** _____
- (2) **Certificate of Good Standing** _____
- (3) **Request Official Transcript** _____
- (4) **Conflict Letter(s)** _____
- (5) **Writing Sample** _____